

**FILED:****RETURN TO**Representative from  
Records Management

| <u>Name or Organization</u>                   | <u>Date &amp; Place of Meeting</u>   |
|---|--|
| National Business Forms Associates            | Broadmore Hotel<br>Colorado Springs, Colo.<br>September 25 - 29                      |
| Life, Office Management Association           | Shoreham Hotel<br>Washington, D. C.<br>September 27 - 29                             |
| National Business Show                        | 69th & 71st Regiment Armories<br>New York City, New York<br>September 27 - October 1 |
| Systems and Procedures Association of America | Commodore Hotel<br>New York City, New York<br>October 25 - 27                        |
| Society for Advancement of Management         | Hotel Statler<br>New York City, New York<br>October 28 - 29                          |
| National Microfilm Association                | Microfilm Clinic<br>Denver, Colorado<br>October 28 - 29 - 30                         |
| Industrial Management Society                 | Time and Motion Clinic<br>Hotel Sherman<br>Chicago, Illinois<br>November 10 - 12     |
| Office Management Training Conference         | University of Maryland<br>November 11 - 12 - 13                                      |
| American Society for Public Administration    | Hotel New Yorker<br>New York City, New York<br>March 18 - 20, 1955                   |
| Society for Personnel Administration          | - - -  |

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|---|--|---|
| National Stationery and Office<br>Equipment Association | Chicago, Illinois<br>September 18 - 22                   |   |
| Society of American Archivists                          | Williamsburg, Va.<br>September 12 - 13 - 14              |   |
| Interagency Records Adminis-<br>tration Conference      | National Archives<br>Monthly - Third Friday              |   |
| American Society for Public<br>Administration           | Willard Hotel - Wash. D. C.<br>Monthly - Third Wednesday |   |

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